



Department of Veterans Affairs

TASK/DELIVERY ORDER FOR SUPPLIES OR SERVICES

PAGE

OF

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER	2. CONTRACT NO (If any)	3. ORDER NO.	4. MODIFICATION NO.	5. REQUISITION NO.	
6. NAME AND ADDRESS OF ISSUING OFFICE		7. NAME AND ADDRESS OF CONTRACTOR			
8. SHIP TO:		9. TYPE OF ORDER <input type="checkbox"/> RFP/RFQ <input type="checkbox"/> TASK/DELIVERY ORDER MODIFICATION <input type="checkbox"/> DELIVERY/TASK ORDER (This order is subject to instructions contained in attached continuation sheet and subject to terms and conditions of the above numbered contract)		10. SHIP VIA	
				11. F.O.B. POINT	
				12. GOVERNMENT B/L NO.	
13. NAME OF REQUISITION OFFICE		14a. PLACE OF INSPECTION (Contractor/Gov't)	14b. PLACE OF ACCEPTANCE (Contractor/Gov't)		
		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)			
		16. DISCOUNT TERMS			
17. SCHEDULE (See back for continuation and details)					
ITEM NO. (a)	SUPPLIES OR SERVICES (b)	UNIT (c)	QTY ORDERED (d)	UNIT PRICE (e)	AMOUNT (f)
18. ACCOUNTING AND APPROPRIATION DATA		19. PURCHASE ORDER NO.		17g. SUB TOTAL ►	\$
NOTE: See billing instructions attached to task order.	20. MAIL INVOICE TO:		17h. SUB TOTAL CARRIED FORWARD FROM BACK ►		\$
			17i. GRAND TOTAL ►		\$
21. NAME OF CONTRACTING/ORDERING OFFICER		22. NAME OF OFFEROR/CONTRACTOR			
23a. SIGNATURE OF CONTRACTING OFFICER (United States of America)	23b. DATE	24a. SIGNATURE OF OFFEROR/CONTRACTOR		24b. DATE	

17. SCHEDULE (See back for continuation and details)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	UNIT (c)	QTY ORDERED (d)	UNIT PRICE (e)	AMOUNT (f)

(Carry over to page 1) 17h. SUB TOTAL ► \$

INSTRUCTIONS

Item 1 (Date of Order) - Enter the effective date of the Task/Delivery Order for the initial award. For a modification enter the effective date of the modification to the Task/Delivery order.

Item 2 (Contract No.) - Insert the contract number for the VA IDIQ, GSA FSS, or VA FSS under which this Task Order/Delivery order is being issued (If any.)

Item 3 (Order No.) - Enter the Task/Delivery order Number assigned to this order.

Item 4 (Modification No.) - For a modification enter the modification number assigned to the modification.

Item 5 (Requisition No.) - Enter the Purchase Order or Requisition number that appears on VA Form 2237.

Item 6 (Name and Address of Issuing Office) - Insert the name and address of the issuing office. Include office code if applicable.

Item 7 (Name and Address of Contractor) - Self-explanatory.

Item 8 (Ship To) - Self-explanatory.

Item 9 (Type of Order) - Self-explanatory.

Item 10 (Ship Via) - If the Government is directing the mode of shipping then enter mode here.

Item 11 (F.O.B. Point) - Enter origin or destination.

Item 12 (Government B/L No.) - Enter Government Bill of Lading Number if applicable.

Item 13 (Name of Requisition Office) - Enter the name, office code, and point of contact for the program office initiating this action.

Items 14 a and 14b (Place of Inspection and Place of Acceptance) - Self-explanatory.

Item 15 (Deliver to F.O.B. Point on or Before) - Enter delivery due date.

Item 16 (Discount Terms) - Self-explanatory.

Item 17 (Schedule) -

Column (a) - Enter Item Number (example 0001)

Column (b) - Enter short description of supplies or services being purchased under this item number.

Column (c) - Enter unit (example: Ea, Dz, Gal, Lot, etc.)

Column (d) - Enter number of units purchased.

Column (e) - Self-explanatory.

Column (f) - Enter the extended price (i.e. number of units (d) times unit price (e)).

Column (g) - Self-explanatory.

Column (h) - Self-explanatory.

Column (i) - Enter total of (g) and (h).

Item 18 (Accounting and Appropriation Data) - Self-explanatory.

Item 19 (Purchase Order No.) - Enter Purchase Order number from VA Form 2138.

Items 20 through 24 - Self-explanatory.

SPECIAL BILLING INSTRUCTIONS